



## COMMITTEE OF THE WHOLE MEETING AGENDA

### Board of Park Commissioners

March 23, 2026

6:30 PM – Mallinckrodt

- 1.0 COMMITTEE OF THE WHOLE CALLED TO ORDER**
  - 1.1 ROLL CALL**
  - 1.2 MOTION TO BRING COMMISSIONER ADRIANOPOLI INTO MEETING VIA PHONE**
- 2.0 COMMUNICATIONS AND CORRESPONDENCE**
- 3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**
- 4.0 OLD BUSINESS**
- 5.0 NEW BUSINESS**
  - 5.1 FEBRUARY 2026 FINANCIAL UPDATE**
  - 5.2 SUMMER CAMP UPDATE – DOUG BUNDY, KATELYNN PUTKONEN**
  - 5.3 VERIZON WIRELESS AGREEMENT AMENDMENT**
  - 5.4 CAMPFIRE SAUNA CONTRACT UPDATE**
- 6.0 ADJOURNMENT**

*If you need a printed packet or are a person with a disability and require special accommodations to participate in and/or attend a Wilmette Park District meeting, please notify the Administration Office at (847) 256-6100, or email [connect@wilpark.org](mailto:connect@wilpark.org).*

## **Wilmette Park District** **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each meeting will be set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members wishing to comment should raise their hands and will be permitted to speak once they are recognized by the President/Chairperson.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson. Each audience member will be permitted to speak only once. The President's/Chairperson's denial of or limitation on any request for an extension of time may be overruled by a majority of those Commissioners/Committee members present.
4. Questions are to be directed to the entire Board/Committee. Audience members are reminded that questions often require Board/Committee member or staff investigation or inquiry to obtain additional information before responding. As such, Board/Committee members may choose not to immediately respond to comments, and the issue instead may be referred to staff for additional consideration, or a Board/Committee member may pursue the issue at a future Board/Committee meeting. Lack of an immediate response to a question raised during public comment should not be interpreted as anything other than a commitment by the Board/Committee to take the issue under advisement for consideration and follow up or possible future action.
5. Park Board/Committee members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. Personnel matters will not be addressed during "Recognition of Visitors."
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal attacks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the Park Board commissioners/Committee members present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board/Committee members present.

*Approved February 13, 2023*

**Wilmette Park District**  
**Policy for Written Communications and Correspondence from the Public**

The Wilmette Park District welcomes communications from its residents in all formats. When the communication is via email, and the intent of the resident is to have the communication included in the materials for the next public meeting, the below information outlines the process for inclusion in public meeting materials:

1. Any written communication or correspondence, including any attachments, that members of the public would like included in a Board or Committee meeting packet must be submitted to the following email address: [publiccomment@wilpark.org](mailto:publiccomment@wilpark.org).
2. The written communication will be included in the next public meeting, either Board/Committee meeting, unless specified otherwise by the resident.
3. All written communications submitted for inclusion in a Board/Committee packet shall pertain to public business of the Park District. Any communications unrelated to public business or that contain obscene, indecent, or profane language or imagery will not be included in Board/Committee packets.
4. The written communication must be received not less than two (2) business days prior to a meeting to be included in that particular packet. Written communications received after that time will be included in the next Board/Committee meeting packet.
5. When members of the public communicate directly with one or more members of the Board of Park Commissioners or staff using their individual Park District email addresses, the email will be included in the next Board/Committee packet if forwarded to [publiccomment@wilpark.org](mailto:publiccomment@wilpark.org) per the time constraints outlined above.

*Approved June 12, 2023*



**Wilmette Park District  
Revenue and Expense Statement  
For the Month Ending February 28, 2026**

<b>Total District</b>	Through February 28			YTD Variance		Total Year Budget 2026
	Actual 2025	Actual 2026	Budget 2026	Actual to Budget		
				\$	%	
<b>Revenue</b>						
Property Taxes	\$1,278,994	\$37,298	\$36,658	\$641	1.7%	\$8,428,929
Daily Fees	90,296	79,865	93,125	(13,260)	-14.2%	2,929,958
Fee Revenue	4,946,074	5,005,948	4,965,855	40,092	0.8%	14,343,721
Membership Fees	1,209,892	1,279,899	1,316,234	(36,335)	-2.8%	3,337,526
Rental Revenue	906,452	1,034,050	939,393	94,657	10.1%	2,876,916
Retail Sales	16,573	13,158	19,204	(6,046)	-31.5%	239,569
Miscellaneous Revenue	<u>82,626</u>	<u>79,265</u>	<u>83,204</u>	<u>(3,939)</u>	-4.7%	<u>996,896</u>
<b>Total Revenue</b>	<b>\$8,530,906</b>	<b>\$7,529,483</b>	<b>\$7,453,673</b>	<b>\$75,810</b>	<b>1.0%</b>	<b>\$33,153,514</b>
<b>Expenses</b>						
Salaries & Wages	\$1,668,198	\$1,682,120	\$1,798,757	(116,637)	-6.5%	\$14,232,714
Employee Benefits	413,690	441,317	473,773	(32,456)	-6.9%	3,701,369
Contract Services	619,346	650,470	649,092	1,378	0.2%	5,354,798
Utilities	80,323	67,853	110,072	(42,219)	-38.4%	1,193,881
Supplies	156,740	151,537	187,348	(35,812)	-19.1%	1,689,578
Equipment and Repairs	<u>40,590</u>	<u>41,859</u>	<u>55,555</u>	<u>(13,696)</u>	-24.7%	<u>469,605</u>
Operating Expenses	<u>\$2,978,887</u>	<u>\$3,035,155</u>	<u>\$3,274,598</u>	<u>(\$239,442)</u>	-7.3%	<u>\$26,641,946</u>
<b>Operating Surplus (Deficit)</b>	<b>\$5,552,018</b>	<b>\$4,494,327</b>	<b>\$4,179,075</b>	<b>\$315,252</b>	<b>7.5%</b>	<b>\$6,511,568</b>
<b>Non-Operating Revenue</b>						
Bond Proceeds	\$0	\$0	\$0	\$0	N/A	\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>
Total Non-Operating Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	N/A	<u>\$0</u>
<b>Non-Operating Expenses</b>						
Capital	308,278	253,030	422,175	(169,145)	-40.1%	5,327,694
Capital - Special Recreation	24,850	15,215	0	15,215	N/A	175,000
Debt Service	0	0	0	0	N/A	1,618,310
Capital Transfer	0	0	0	0		0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Expenses	<u>\$333,129</u>	<u>\$268,245</u>	<u>\$422,175</u>	<u>(\$153,930)</u>	-36.5%	<u>\$7,121,004</u>
Net Non-Operating Surplus (Deficit)	<u>(\$333,129)</u>	<u>(\$268,245)</u>	<u>(\$422,175)</u>	<u>\$153,930</u>	-36.5%	<u>(\$7,121,004)</u>
<b>Total Expenses</b>	<b><u>\$3,312,017</u></b>	<b><u>\$3,303,400</u></b>	<b><u>\$3,696,772</u></b>	<b><u>(\$393,372)</u></b>	<b>-10.6%</b>	<b><u>\$33,762,950</u></b>
<b>Net Surplus (Deficit)</b>	<b>\$5,218,889</b>	<b>\$4,226,082</b>	<b>\$3,756,900</b>	<b>\$469,182</b>	<b>12.49%</b>	<b>(\$609,436)</b>

**WILMETTE PARK DISTRICT  
2026 CAPITAL PROJECTS**

Location	Location	Operational or Non-operational	SNLC -	Project Name	Project Description	2026	Carryover from 2025	2026 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Type	Owner	February Update
ADMINISTRATION OFFICE	Administration	Non-operational	Critical	Facility Condition Assessment Process	CRC, Centennial, Golf and Big Tree Master Plan creation to include Public Input and Consulting Expenses	250,000			-	250,000	Building Improvements	Chris	Planning Phase
ADMINISTRATION OFFICE	Administration	Operational	Critical	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	78,260			32,486	45,774	Equipment	Bill	ongoing
ADMINISTRATION OFFICE	Administration	Operational	Critical	Computer Software	Computer software (MS Office and etc.)	188,731			126,585	62,146	Licenses and Software	Bill	ongoing
ADMINISTRATION OFFICE	Administration	Operational	Semi Critical	Camera Project	Add/replace cameras around the District	42,000			-	42,000	Equipment	Bill	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Ice Maker	parts no longer available for the current unit	7,000			-	7,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Pool Gutters	Repair 105' of pool gutters 2026	50,000			-	50,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Pool Slides	Repair pool slides based on 2023 evaluation	60,000			-	60,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Pool Valves	Replace 8 butterfly valves	10,000			-	10,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Replace Pool Vacuum Dive Well	Old vac has been repaired multiple times. End of life	7,000			-	7,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Replace Russell Condensor 1	RUSSELL/ MLH165L44PD/CON 1	14,000			-	14,000	Equipment	Josh	
CENTENNIAL COMPLEX	Aquatics	Operational	Critical	Replace Russell Condensor 2	RUSSELL/172729/CON 2	14,000			-	14,000	Equipment	Josh	
CENTENNIAL COMPLEX	Building	Operational	Critical	General Upkeep of Facility	Ongoing maintenance for replacing windows, broken floor tiles, broken doors, etc	15,000			-	15,000	Building Improvements	Josh	
CENTENNIAL COMPLEX	Ice	Non-operational	Semi Critical	Renovate locker rooms and benches in lobby	Replacing existing partitions and benches	35,000			-	35,000	Building Improvements	Josh	
CENTENNIAL COMPLEX	Ice	Operational	Critical	Roof Replacement (partial)	Partial Roof Replacement after Cooling Tower Move and ComEd move	2,052,000			12,500	2,039,500	Building Improvements	Josh	
COMMUNITY REC CENTER	Auditorium	Operational	Critical	Aisle lighting/carpet replacement	Floor lighting for safety	21,000			-	21,000	Building Improvements	Dave	
COMMUNITY REC CENTER	Auditorium	Operational	Critical	Seat Repair	Phased repair/replacement of damaged seats	25,000			-	25,000	Furniture and Fixtures	Dave	
COMMUNITY REC CENTER	Auditorium	Operational	Critical	Theatre lightboard replacement	1990's device-using floppy discs for backup-portable unit that could be used at Wallace Bowl	20,000			-	20,000	Equipment	Dave	
COMMUNITY REC CENTER	Center Fitness Club	Operational	Critical	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	20,000			-	20,000	Building Improvements	Dave	
COMMUNITY REC CENTER	General Building	Operational	Critical	2025 CRC Project	Damage from the sprinkler accident and repairing the rest of the building	350,000	128,483		40,885	437,598	Building Improvements	Josh	Awarded Carpet CT on 3/9
COMMUNITY REC CENTER	General Building	Operational	Critical	Adjustable Basketball Goals	Add adjustable goals to gymnasium	41,000			-	41,000	Equipment	Dave	
COMMUNITY REC CENTER	General Building	Operational	Semi Critical	Dance floor replacement, both studios & Marley	Room floor replacement	10,000			-	10,000	Building Improvements	Josh	
COMMUNITY REC CENTER	Gymnastics	Operational	Critical	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	15,000			-	15,000	Equipment	Josh	
COMMUNITY REC CENTER	Gymnastics	Non-operational	Critical	Gymnastics waiting room update-furniture	Floor, paint walls, build viewing platform, furniture	10,000			-	10,000	Building Improvements	Josh	
GILLSON PARK	Beaches	Operational	Critical	Security Patrol Utility Vehicle	Would have more operational capabilities	20,000			15,064	4,936	Vehicles	Dave	
GILLSON PARK	Dog Beach	Operational	Critical	Dog Beach Fence	Refencing of the dog beach including gate replacement	50,000			-	50,000	Outdoor equipment	Josh	
GILLSON PARK	Park	<b>Critical</b>	Lakefront Infrastructure Design Work	Comprehensive Plan Development		-	10,000		-	10,000	Land Improvements	Josh	Waiting on MWRD for permits
GILLSON PARK	Park	<b>Critical</b>	Lakefront Infrastructure Implementation	Roads, sewers and sidewalks		-	234,495		213	234,282	Land Improvements	Josh	Waiting on John Keno to finish landscaping
GILLSON PARK	Lakeview Maintenance	Operational	Critical	Lakeview Improvement	Ongoing maintenance for replacing windows, broken floor tiles, broken doors, etc	5,000			-	5,000	Building Improvements	Josh	
GILLSON PARK	Sailing	Operational	Critical	Aquatics and Sailing Camp Equipment	Repairs and replacement of aquatics and sailing camp equipment	6,000			-	6,000	Equipment	Dave	
GILLSON PARK	Sailing	Operational	Critical	Sailing Shack, Shed Design	Design amount only	122,953			-	122,953	Building Improvements	Josh	

**WILMETTE PARK DISTRICT  
2026 CAPITAL PROJECTS**

Location	Location	Operational or Non-operational	SNLC -	Project Name	Project Description	2026	Carryover from 2025	2026 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Type	Owner	February Update
GILLSON PARK	Wallace Bowl	Non-operational	Critical	General upkeep of the area	Design and implement the future of Wallace Bowl - to include current year repairs	50,000			-	50,000	Land Improvements	Josh	
MALLINCKRODT CENTER	General Building	Operational	Critical	HVAC Replace Trane Units	Trane/K06K18126A-Lockinvar KBN-500	130,000			-	130,000	Equipment	Josh	Contract awarded. ETA April/May install
MALLINCKRODT CENTER	Smoke Stack	Operational	Critical	Smoke Stack tuck pointing		75,000			-	75,000	Building Improvements	Josh	
PARKS DEPARTMENT	Facilities	Non-operational	Critical	LED Light Upgrades	For various facilities	25,000			1,335	23,665	Building Improvements	Josh	
PARKS DEPARTMENT	General Building	Operational	Not Critical	Seal Coat Parking Lots	Golf, Centennial, Mali, Golf House, CRC	80,000			-	80,000	Land Improvements	Josh	
PARKS DEPARTMENT	Maple Park	Operational	Not Critical	Playground Replacement	Playground replacement per schedule	15,000			-	15,000	Equipment	Josh	
PARKS DEPARTMENT	Parks	Operational	Not Critical	Fencing	Update XXXXXX fencing	5,000			-	5,000	Outdoor equipment	Josh	
PARKS DEPARTMENT	Parks	Operational	Semi Critical	Landscape Work	Implementing landscape plans	30,000			-	30,000	Land Improvements	Josh	
PARKS DEPARTMENT	Various Locations	Non-operational	Critical	Add or update signage	Replacing and updating current signage	15,000			-	15,000	Equipment	Josh	
PARKS DEPARTMENT	Various Locations	Operational	Critical	Door replacement schedule	Replace exterior doors and hardware	30,000			-	30,000	Building Improvements	Josh	
PARKS DEPARTMENT	Various Locations	Operational	Semi Critical	Garbage Can, Park Benches and Water Fountain Replacements	For upkeep on the replacement schedules	45,000			-	45,000	Equipment	Josh	
PARKS DEPARTMENT	Hibbard	Critical	Hibbard Park Master Plan	ADA Improvements, Tot Lot Replacement, Ball Field Improvements, Landscaping and Picnic Shelter (net of requested grant)	Finishing the project at Hibbard		91,867		-	91,867	Land Improvements	Josh	Ongoing - targeting a late fall completion and then we deal with the wind down of the project. Project cost \$1,273,804
PARKS DEPARTMENT	Vattmann Park	Operational	Not Critical	Tennis Court Renovation	Reconcile slope, surface and drainage issues.	5,000			-	5,000	Land Improvements	Josh	
PARKS DEPARTMENT	Vehicles	Operational	Critical	Chipper Truck 16	Chipper Truck Replacement, with replacement of multi use truck	150,000			-	150,000	Vehicles	Josh	Board approved 3/9
PARKS DEPARTMENT	Vehicles	Operational	Semi Critical	F-250 Building Maintenance truck	Replacement of Parks truck, with Maverick	35,000			-	35,000	Vehicles	Josh	
PARKS DEPARTMENT	Vehicles	Operational	Critical	Truck 27	Salt Truck Replacement	85,000			-	85,000	Vehicles	Josh	Board approved 3/9
PARKS DEPARTMENT	West Park	Non-operational	Critical	Key System	Converting all District locks to a new system that the District controls - 2026	19,250			-	19,250	Building Improvements	Josh	
PARKS DEPARTMENT	West Park	Non-operational	Critical	Key System	Converting all District locks to a new system that the District controls - 2025		18,883		-	18,883	Building Improvements	Josh	
PLATFORM TENNIS	Paddle	Operational	Semi Critical	Gas Lines and Heaters	Keeps the deck dry	25,000			-	25,000	Building Improvements	Josh	
WILMETTE GOLF CLUB	Clubhouse	Operational	Critical	HVAC Replace RTU's (5 & 3)	Replace rooftop units #5 & #3 #2	90,000			-	90,000	Equipment	Josh	Contract awarded. ETA April/May install
WILMETTE GOLF CLUB	Clubhouse	Non-operational	Critical	New Exterior Door	Connect patio to kitchen	15,000			-	15,000	Building Improvements	Josh	Work scheduled for end of the month
WILMETTE GOLF CLUB	Driving Range	Operational	Semi Critical	Range Hitting Improvements	Replacement of Driving Range Mats	17,000			-	17,000	Equipment	Adam	Purchased
WILMETTE GOLF CLUB	Driving Range	Operational	Critical	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	43,000			-	43,000	Building Improvements	Adam	Work scheduled for end of the month
WILMETTE GOLF CLUB	Equipment	Operational	Critical	Autonomous Picker and Ball Pit	Driving Range Ball Picker	62,000			-	62,000	Vehicles	Adam	Ordered
WILMETTE GOLF CLUB	Equipment	Operational	Critical	Bank Mower	Replacement - Last Purchased 2019	52,000			-	52,000	Equipment	Adam	Lease Agreement Executed - waiting on delivery of equipment
WILMETTE GOLF CLUB	Equipment	Operational	Critical	GPS Sprayer	10-year replacement schedule - Last Purchased 2016	130,000			-	130,000	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment	Operational	Critical	Riding Greens Mowers	Replacement - (2) Traction Units and (12)Cutting Units	210,000			-	210,000	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment	Operational	Semi Critical	Sand Pro	Replacement - Bunker Rake Machine - 13 Years Old	35,000			-	35,000	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment	Operational	Critical	Walking Green Mowers	Cleanup and Collar Mower for Greens	44,000			-	44,000	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment			<b>Purchase in 2026 - payments over 5 years</b>		(471,000)			-	(471,000)	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment			<b>Lease Payments for above equipment</b>		179,000			-	179,000	Equipment	Adam	
WILMETTE GOLF CLUB	Equipment	Operational	Critical	Equipment Lift	10k lb lift	22,000			-	22,000	Equipment	Adam	Ordered

**WILMETTE PARK DISTRICT  
2026 CAPITAL PROJECTS**

Location	Location	Operational or Non-operational	SNLC -	Project Name	Project Description	2026	Carryover from 2025	2026 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Type	Owner	February Update
WILMETTE GOLF CLUB	Equipment	Operational	Semi Critical	Skid Loader	Replacement - 25 Year Old Machine	70,000			-	70,000	Vehicles	Adam	Purchased
WILMETTE GOLF CLUB	General Building	Operational	Semi Critical	Carpet in offices and walkway entrance	Replace carpet in Club House	20,000			-	20,000	Building Improvements	Josh	Work scheduled for end of the month
WILMETTE GOLF CLUB	Golf House	Non-operational	Critical	Basement Renovation	Renovate Golf House basement	30,000			-	30,000	Building Improvements	Josh	
WILMETTE GOLF CLUB	Golf House	Operational	Semi Critical	General upkeep of the building	Updates to usable living space	15,000			-	15,000	Building Improvements	Josh	
WILMETTE GOLF CLUB	Maintenance Area	Operational	Critical	Resurface Driveway (asphalt work)	Scheduled maintenance on maintenance lot and other projects	120,000			-	120,000	Land Improvements	Josh	
WILMETTE GOLF CLUB	Maintenance Barn	Non-operational	Critical	Bathroom renovation	Update sinks and floors	10,000			-	10,000	Building Improvements	Josh	
WILMETTE GOLF CLUB	On Course	Operational	Critical	2nd Well Replacement	1st well was replaced in 2025	45,000			-	45,000	Land Improvements	Adam	Going out to bid
WILMETTE GOLF CLUB	On Course	Operational	Critical	Cart Path Repairs	Materials for fixing pot holes and resurfacing	18,000			-	18,000	Land Improvements	Adam	
WILMETTE GOLF CLUB	On Course	Operational	Critical	Drainage Improvements	Materials for subsurface golf course drainage installs	12,000			-	12,000	Land Improvements	Adam	
WILMETTE GOLF CLUB	Vehicles	Operational	Semi Critical	Medium / Lite Duty Utility Vehicles	People movers/ tools / leaf material / grass clippings/ etc.	50,000			-	50,000	Vehicles	Adam	Ordered
CENTENNIAL COMPLEX	Ice	Operational	Critical	Zamboni Replacement	New Zamboni-12 month lead time	125,000		(125,000)	-	-	Vehicles	Josh	Cancelled
WILMETTE GOLF CLUB	Restaurant	Operational	Critical	Convection Oven	Past it's life span	16,000		(1,302)	14,698	-	Equipment	Adam/Josh	Complete
WILMETTE GOLF CLUB	Restaurant	Operational	Critical	Top Refrigerator with Prep Table	Past it's life span	10,500		(1,237)	9,263	-	Equipment	Adam/Josh	Complete
					<b>Total</b>	<b>5,327,694</b>	<b>483,728</b>	<b>(127,539)</b>	<b>253,030</b>	<b>5,430,853</b>			

PARKS DEPARTMENT**	Various Locations	Operational	Critical	ADA Accessibility (5.8 Levy)	ADA improvements	175,000			15,215	159,785	Equipment	Josh	
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<b>Total</b>	<b>5,502,694</b>	<b>483,728</b>	<b>(127,539)</b>	<b>268,245</b>	<b>5,590,638</b>
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## RECREATION DEPARTMENT MEMO

### MEMORANDUM

Date: Monday, March 23, 2026  
To: Chris Lindgren, Executive Director  
Wilmette Park District Board of Commissioners  
From: Katelynn Putkonen, Recreation General Manager  
Re: Summer Camp Presentation Outline

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#### Purpose

Provide an overview of the intentional evolution of Summer Camp since 2024, highlighting improvements to program design, operations, and staff support, and demonstrating a continued focus on enhancing the overall family experience.

#### Community Snapshot

- Overview of who we are serving across Summer Camp programs
- Comparison of participant age distribution to District 39 enrollment
- Summary of overall unique participation

#### Key Areas of Focus

1. Clear & Intentional Program Design
2. Flexible & Customizable Camp Experience
3. Strengthening Operations & Staff Support

#### Best Business Practices

- Emphasis on core business fundamentals in a dynamic environment
- Use of data to support informed, strategic decision-making

#### Looking Ahead

- Continue building on the intentional structure and systems
- Further strengthen staff support and internal leadership opportunities
- Adapt programs based on real time feedback, operational insights, and data trends.
- Maintain focus on consistency, quality, and long-term sustainability

#### Closing

Summer Camp plays an important role for our families and our community. We're focused on providing a consistent, high-quality experience that families can count on, while continuing to strengthen our operations and build a strong foundation for future growth.



## Memorandum

Date: March 23, 2026  
To: Board of Park Commissioners  
From: Josh Wallace, Superintendent of Parks & Planning  
Re: Verizon Wireless – Amendment to the Building and Site Agreement

### Statement

The Wilmette Park District currently has a Building and Site Agreement with Verizon Wireless for telecommunications equipment located at 1041 Ridge Road. The agreement allows Verizon to maintain antennas and associated telecommunications equipment on the chimney structure and within the interior space at the facility.

For FY 2026, The Park District budgeted \$49,176.28 from lease revenue from Verizon under the existing agreement. The agreement includes annual rent escalations of 3 percent. Verizon has requested an amendment to the agreement to modify and add to the existing equipment configuration. However, there are necessary structural repairs that need to take place on the chimney, before any additional equipment can be added to the structure.

### Chimney Repairs

The chimney structure supporting Verizon’s telecommunications equipment requires structural repairs to preserve its continued safe use.

The total cost of the chimney repair project is estimated to be \$72,620. Verizon has agreed to provide a one-time contribution of \$50,834 towards these repairs as part of the amendment. This payment will be made within 45 days of execution of the amendment and will be applied toward the chimney repair costs.

The district currently has \$70,000 budgeted within the 2026 Capital Improvement Program (CIP) for this project. With Verizon’s contribution, the district’s estimated net cost for the repair would be approximately \$21,786.

### Equipment Modifications

As part of this amendment, Verizon will also upgrade and modify certain equipment located on the chimney structure. These modifications include updated antenna equipment, cabling, and mounting hardware necessary to support ongoing wireless network improvements. The modifications do not expand Verizon’s leased footprint at the facility.



**Lease Term**

The original agreement includes a five-year initial term followed by renewal options. The amendment clarifies that the agreement will continue with four additional five-year renewal terms following the current renewal term, unless Verizon elects to terminate the agreement with the required notice.

**Financial Summary**

Current budgeted annual lease revenue: \$49,176.28

Annual rent escalation: 3%

Verizon one-time contribution toward chimney repairs: \$50,834

Total estimated chimney repair cost: \$72,620

Estimated net District cost after contribution: approximately \$21,786

**Closing**

The proposed amendment allows the district to address the necessary structural repairs while receiving a significant cost contribution from Verizon, and continued lease revenue streams. Staff is seeking Board discussion and direction regarding the proposed amendment.

**Attachments: Pictures and Lease Agreement**





**STAFF MEMO**

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## AMENDMENT TO BUILDING AND ROOFTOP SITE AGREEMENT

This Amendment to Building and Rooftop Site Agreement (“Amendment”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Wilmette Park District, an Illinois park district and unit of local government, with its principal offices located at 1200 Wilmette Avenue, Wilmette, Illinois 60091, hereinafter designated PARK DISTRICT and Chicago SMSA Limited Partnership d/b/a Verizon Wireless with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter designated Verizon Wireless (telephone number 866-862-4404), with reference to the facts set forth in the Recitals below:

### RECITALS

A. Park District is the owner of that certain real property and multi-story building (“Building”) located at 1041 Ridge Rd., Wilmette, IL 60091 (“Property”).

B. Park District and Verizon Wireless are parties to that certain Building and Rooftop Site Agreement dated August 14, 2019 (“Agreement”), pursuant to which Verizon Wireless is leasing certain space at Property consisting of interior space within and space on side of Building, with additional space surrounding the chimney (the “Chimney Space”) (collectively, “Premises”), along with access rights and the right to install utilities, for the purpose of construction, maintenance, and operation of a communications facility as substantially described and depicted in the Agreement.

C. The Parties now desire to amend the Lease to memorialize (i) the repair of the chimney area by Park District; (ii) the modification of Verizon Wireless equipment on Premises; and (iii) and such other items as stated herein.

### AGREEMENT

NOW, THEREFORE, in consideration of the facts contained in the Recitals above, the mutual covenants and conditions below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Revised Equipment Installation and Exhibit B – 1.** Exhibit B to the Agreement is hereby replaced with the attached Exhibit B –1, which reflects the Verizon Wireless equipment type and location modification (“Modified Equipment”). It is understood by Park District and Verizon Wireless that, subject to and in accordance with the terms of the Agreement (as amended hereby), Verizon Wireless shall be entitled to use, occupy, install, maintain, repair and replace equipment in the locations on the Property described in the attached Exhibit B-1, which depicts the Modified Equipment on Premises. Provided that Verizon Wireless has received all necessary permits and approvals from appropriate governing bodies, Verizon Wireless may immediately commence installation of the equipment as depicted on Exhibit B-1.

2. **Park District Chimney Repair.** The Parties acknowledge that the chimney area of the Building requires repairs to preserve its continued safe use. Park District repairs to the chimney area shall impact Verizon Wireless Use on Premises. Park District represents that the total cost of the chimney repair shall be \$72,620.00. As consideration for entering into this Amendment, Verizon Wireless agrees to make a one-time payment in the amount of \$50,834.00 to Park District within forty-five (45) days of full execution of this Amendment which Park District shall use towards the chimney repair costs (“Verizon Wireless Chimney Repair Contribution”).

If necessary to maintain service during Park District’s performance of chimney repair, Verizon Wireless may locate temporary antennas at a mutually agreeable location on Building or a facility (e.g. cell-on-wheels) on the Property, at a location approved by Park District, including all utilities associated with the use of the temporary antennas or facility, and while continuing to pay Rent; provided any and all temporary antenna placement or facility is in compliance with any documents of record and any local laws, ordinances, rules or regulations.

3. **Extensions.** The Parties acknowledge that the Commencement Date is \_\_\_\_\_ and are currently within the first Renewal Term as contemplated by Paragraph 3 of the Agreement. Paragraph 3 of the Agreement shall be revised and replaced with the following:

Upon expiration of the current Renewal Term, this Agreement shall automatically be extended for 4 additional 5 year terms (each, a “Renewal Term”) unless VERIZON WIRELESS terminates it at the end of the any Renewal Term by giving PARK DISTRICT written notice of the intent to terminate at least 9 months prior to the end of the then current term.

4. **Verizon Wireless Notice.** All notices to Verizon Wireless hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

Lessee: Chicago SMSA Limited Partnership  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

With a copy to: Basking Ridge Mail Hub  
Attn: Legal Intake  
One Verizon Way  
Basking Ridge, NJ 07920

Email copy to: [ilwipropertymanagement@verizon.com](mailto:ilwipropertymanagement@verizon.com)

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

5. **Continued Effect.** Except as specifically modified by this Amendment, all of the terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term or provision of the Lease and this Amendment, the terms and provisions of this Amendment shall control. In addition, except as otherwise stated in this Amendment, all initially capitalized terms will have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Amendment.

**IN WITNESS WHEREOF**, Park District and Verizon Wireless have caused this Amendment to be executed by each Party's duly authorized representative on the date written below.

**Park District:**

Wilmette Park District, an Illinois park district and unit of local government

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Verizon Wireless:**

Chicago SMSA Limited Partnership,  
an Illinois limited partnership d/b/a Verizon Wireless

By: Cellco Partnership, Its General Partner

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit B-1

**SITE PLAN OF CHIMNEY SPACE, FLOOR SPACE  
ANTENNA SPACE AND CABLING SPACE**

**(see attached plans)**



## Memorandum

Date: March 20, 2026  
To: Board of Park Commissioners  
From: Chris Lindgren, Executive Director  
Re: Campfire Sauna Agreement

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### Background

The District entered into a one-year use agreement with Campfire Sauna and Social LLC for the lease of space at the lakefront from September 5, 2025 through September 3, 2026. The agreement allowed the District to determine fees and location for the period of May 2026 through September 2026 at a later date.

Campfire Sauna and Social LLC is a Wilmette-based business that provides a unique service aligned with community values of physical, mental, and emotional wellness. As with all vendor relationships, staff have evaluated this partnership on an ongoing basis. While there were initial challenges related to location, those issues were addressed, and staff recognize that greater clarity in both the agreement and its administration will lead to improved outcomes moving forward.

Despite early challenges, the partnership has proven successful. Community usage of the sauna has grown significantly, with the majority of users being Wilmette residents. The service has helped activate the lakefront during winter months while supporting health and wellness goals consistent with the District's Comprehensive Master Plan.

### Statement

Staff believe that the addition of a sauna at the lakefront provides meaningful benefits to the community. Participation increased steadily throughout the winter season, demonstrating strong demand.

This agreement was established prior to my tenure and was intended as a pilot to evaluate its impact on lakefront activation. Currently, the District does not have a formal policy governing vendor agreements. Developing such a policy is a priority, and I plan to bring a recommendation to the Board for approval later this year. A formal policy will provide clarity, consistency, and appropriate protections for the District when entering into future vendor agreements.

While I believe this agreement can be extended, I would not be comfortable approving future agreements without an adopted policy in place.



**Agreement Term & Changes**

The proposed new agreement would run from May 2026 through May 2027. A one-year term falls within the authority of the Executive Director.

Key updates include:

- Adjusted rental rates to align with comparable sauna agreements in the region
- Pilot use of targeted locations on Overlook Drive, while preserving open lake views for the general public during winter months
- Full District control over location, allowing staff to relocate the sauna at any time if it negatively impacts public use and enjoyment of the lakefront

**Closing**

Staff are comfortable managing this agreement for an additional one-year term and are seeking feedback from the Board now that the sauna has been in operation for approximately seven months. This feedback will be considered as staff finalize the agreement.